

ADOPTED 2005 BUDGET**DEPT:** REGISTER OF DEEDS**UNIT NO.** 3400**FUND:** General - 0001**OPERATING AUTHORITY & PURPOSE**

Pursuant to Sections 59.43, 69.22 and other pertinent sections of the Wisconsin Statutes, the Register of Deeds records, indexes and optically scans real estate documents, corporation papers and military discharges; records informal probate instruments; files and indexes financing statements;

maintains a motor vehicle lien index; files and indexes birth, marriage and death certificates; sells copies of the above described documents; collects the real estate transfer tax; and performs such other functions as provided by law.

| BUDGET SUMMARY | | | | |
|---------------------------------|-----------------------|-----------------------|-----------------------|---------------------|
| Account Summary | 2003 Actual | 2004 Budget | 2005 Budget | 2004/2005 Change |
| Personal Services (w/o EFB) | \$ 2,096,392 | \$ 1,853,334 | \$ 1,773,735 | \$ (79,599) |
| Employee Fringe Benefits (EFB) | 783,898 | 997,224 | 987,609 | (9,615) |
| Services | 290,923 | 251,043 | 233,579 | (17,464) |
| Commodities | 105,018 | 115,664 | 84,613 | (31,051) |
| Other Charges | 0 | 46,407 | 0 | (46,407) |
| Capital Outlay | 0 | 40,000 | 142,000 | 102,000 |
| County Service Charges | 489,517 | 941,102 | 655,711 | (285,391) |
| Abatements | (475,824) | (928,606) | (633,187) | 295,419 |
| Total Expenditures | \$ 3,289,924 | \$ 3,316,168 | \$ 3,244,060 | \$ (72,108) |
| Total Revenues | \$ 6,647,905 | \$ 5,223,394 | \$ 5,738,033 | \$ 514,639 |
| Direct Property Tax Levy | \$ (3,357,981) | \$ (1,907,226) | \$ (2,493,973) | \$ (586,747) |

| ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY* | | | | |
|---|-----------------------|-----------------------|-----------------------|---------------------|
| Account Summary | 2003 Actual | 2004 Budget | 2005 Budget | 2004/2005 Change |
| Central Service Allocation | \$ 46,332 | \$ 61,228 | \$ 72,082 | \$ 10,854 |
| Courthouse Space Rental | 343,332 | 332,576 | 314,039 | (18,537) |
| Document Services | 2,942 | 1,313 | 2,055 | 742 |
| Tech Support & Infrastructure | 9,929 | 50,640 | 73,712 | 23,072 |
| Distribution Services | 23,492 | 12,491 | 18,243 | 5,752 |
| Telecommunications | 10,056 | 3,400 | 3,617 | 217 |
| Records Center | 15,902 | 32,808 | 16,364 | (16,444) |
| Radio | 0 | 0 | 0 | 0 |
| Personal Computer Charges | 16,047 | 12,593 | 32,618 | 20,025 |
| Applications Charges | 4,999 | 49,681 | 77,319 | 27,638 |
| Total Charges | \$ 473,031 | \$ 556,730 | \$ 610,049 | \$ 53,319 |
| Direct Property Tax Levy | \$ (3,357,981) | \$ (1,907,226) | \$ (2,493,973) | \$ (586,747) |
| Total Property Tax Levy | \$ (2,884,950) | \$ (1,350,496) | \$ (1,883,924) | \$ (533,428) |

* These costs are included in other departmental and non-departmental budgets. They are reflected here to show the "total" amount of tax levy support for this Department.

ADOPTED 2005 BUDGET

DEPT: REGISTER OF DEEDS

UNIT NO. 3400

FUND: General - 0001

| PERSONNEL SUMMARY | | | | |
|------------------------------------|----------------|----------------|----------------|---------------------|
| | 2003 Actual | 2004 Budget | 2005 Budget | 2004/2005 Change |
| Personal Services (w/o EFB) | \$ 2,096,392 | \$ 1,853,334 | \$ 1,773,735 | \$ (79,599) |
| Employee Fringe Benefits (EFB) | \$ 783,898 | \$ 997,224 | \$ 987,609 | \$ (9,615) |
| Position Equivalent (Funded)* | 47.5 | 51.0 | 48.0 | (3.0) |
| % of Gross Wages Funded | 98.1 | 100.0 | 94.9 | (5.1) |
| Overtime (Dollars)** | \$ 372,389 | \$ 102,924 | \$ 84,396 | \$ (18,528) |
| Overtime (Equivalent to Positions) | 11.2 | 3.0 | 2.4 | (0.6) |

* For 2003, the Position Equivalent is the budgeted amount.

** Delineated for information. (Also included in personal services.)

| PERSONNEL CHANGES | | | | |
|--------------------------|--------|--------------------------------------|----------|---|
| Job Title/Classification | Action | Number of Positions/ Total FTE | Division | Cost of Positions (Excluding Fringe Benefits) |
| None | | | | |
| | | | TOTAL | \$ 0 |

| ORGANIZATIONAL COST SUMMARY | | | | | |
|-------------------------------------|-------------|----------------|----------------|----------------|---------------------|
| DIVISION | | 2003 Actual | 2004 Budget | 2005 Budget | 2004/2005 Change |
| Administration | Expenditure | \$ 610,998 | \$ 770,236 | \$ 763,356 | \$ (6,880) |
| | Abatement | (169,335) | (301,489) | (291,991) | 9,498 |
| | Revenue | (298) | 0 | 0 | 0 |
| | Tax Levy | \$ 441,961 | \$ 468,747 | \$ 471,365 | \$ 2,618 |
| Cashier Services | Expenditure | \$ 522,861 | \$ 594,119 | \$ 562,263 | \$ (31,856) |
| | Abatement | (28,578) | (57,215) | (26,108) | 31,107 |
| | Revenue | (4,340) | 0 | 0 | 0 |
| | Tax Levy | \$ 498,623 | \$ 536,904 | \$ 536,155 | \$ (749) |
| Real Estate Services | Expenditure | \$ 1,614,008 | \$ 1,759,282 | \$ 1,670,970 | \$ (88,312) |
| | Abatement | (181,118) | (359,897) | (202,239) | 157,658 |
| | Revenue | 6,119,726 | 4,697,294 | 5,188,933 | 491,639 |
| | Tax Levy | \$ (4,686,836) | \$ (3,297,909) | \$ (3,720,202) | \$ (422,293) |
| Vital Statistics/ Identification | Expenditure | \$ 553,726 | \$ 617,165 | \$ 532,521 | \$ (84,644) |
| | Abatement | (65,265) | (137,754) | (68,771) | 68,983 |
| | Revenue | 449,307 | 451,100 | 451,100 | 0 |
| | Tax Levy | \$ 39,154 | \$ 28,311 | \$ 12,650 | \$ (15,661) |
| Tax Listing Services | Expenditure | \$ 464,155 | \$ 503,972 | \$ 348,137 | \$ (155,835) |
| | Abatement | (31,528) | (72,251) | (44,078) | 28,173 |
| | Revenue | 83,510 | 75,000 | 98,000 | 23,000 |
| | Tax Levy | \$ 349,117 | \$ 356,721 | \$ 206,059 | \$ (150,662) |

ADOPTED 2005 BUDGET

DEPT: REGISTER OF DEEDS

UNIT NO. 3400
FUND: General - 0001

MISSION

The Milwaukee County Register of Deeds Office provides timely, secure, accurate, archival, accessible and cost-effective record systems and services that are delivered in a prompt and courteous manner.

DEPARTMENT DESCRIPTION

The **Administration** Division directs the activities of the Department in its recording, filing and sale of official documents, deeds and certificates; prepares the departmental budget and maintains budgetary controls; presents departmental recommendations to the Judiciary, Safety and General Services Committee of the County Board; analyzes and reports on legislation affecting the Register of Deeds function in Milwaukee County; performs all departmental business functions such as reconciliation of all revenue and statistical reports, all personnel functions, preparation and processing of requisitions, work authorizations, expenditure/revenue transaction forms, receipt and dispersal of office supplies and inventory control; and maintains and controls escrow funds. This division includes the Register of Deeds, Deputy Register of Deeds, one Administrative Specialist and one Fiscal Assistant 2.

The **Cashier Services** Division receives all monies required by the Department, determines the recordability and records all documents according to State Statutes. This Division includes one Clerical Assistant 2, one Clerical Specialist (Register of Deeds), five Fiscal Assistant 1 and one Fiscal Assistant 2 positions.

The primary responsibility of the **Real Estate Services** Division is to comply with State Statutes regarding the indexing and optical scanning of all public real estate indices. The duties include optical imaging all documents, maintaining the automated real estate tract index, maintaining indices for motor vehicle liens, financing instruments, and military discharges; and validating Department of Commerce weatherization stipulations and waivers. This division includes two Administrative Assistants, one Clerical Specialist (Register of Deeds) and 19 clerical support positions.

The **Vital Statistics** Division (formerly the Vital Statistics/Identification Services Division) maintains files on birth, death and marriage records and change of name orders according to State Statute. Records are updated and changed due to legitimization and adoption. Certified copies of

these documents are sold to the general public. This division also conducts genealogical research. Issuance of County and senior citizen identification cards was discontinued as of July 1, 2003 in response to an analysis by the Milwaukee County Department of Audit. This Division includes one Administrative Assistant, one Clerical Assistant 2 and six Clerical Assistant 1 positions.

The **Tax Listing Services** Division reviews tax descriptions, assigns new tax key numbers due to real estate boundary changes, maintains plat books and property records, assists in preparation of petitions for foreclosure action and provides copies of real estate document recordings to local assessors. This division includes one Administrative Specialist (Register of Deeds), one Drafting Technician 3 and three Clerical Specialist (Register of Deeds) positions. One position of Geographic Information Technician (funded by MCAMLIS – Org. Unit 1923) is also located in this division.

BUDGET HIGHLIGHTS

- Personal Services expenditures without fringe benefits decrease by \$79,599 from \$1,853,334 to \$1,773,735. Funded positions decrease 3.0 from 51.0 to 48.0. The reduction in positions is the result of increasing the lump sum adjustment by 2.56 and reducing overtime by .46.
- Departmental revenues are projected to experience a net increase of \$514,639, from \$5,223,394 to \$5,738,033.
- General Recording Fee Revenue increases \$141,639, from \$2,399,584 to \$2,541,223, based on experience. Recordings of official documents in 2005 are anticipated to remain the same as 2004 at 200,000. Recording fees are charged on a per page basis at \$11 for the first page and \$2 per page thereafter.
- Other Governmental Revenue from the Milwaukee County Automated Land Information System (MCAMLIS) increases by \$165,000, from \$55,000 to \$220,000, as a result of the following:
 - An increase of \$23,000 in salary, social security and fringe benefit costs for the Geographic Information Technician for which MCAMLIS provides 100 percent reimbursement for a total of \$73,695.

ADOPTED 2005 BUDGET

DEPT: REGISTER OF DEEDS

UNIT NO. 3400

FUND: General - 0001

- \$142,000 has been included to upgrade the department's real estate records software which is 100 percent reimbursed by MCAMLIS.
- Real Estate Transfer Fee Revenue increases by \$220,000, from \$2,000,000 to \$2,220,000.
- In 2005, the Real Estate Search fee increases, from \$5 to \$10. This will increase revenues by \$6,000 and requires a change in County Ordinance.
- The budget eliminates temporary help for a tax levy savings of \$30,000.
- The 2005 Budget reflects a zero wage increase for all represented, non-represented and Executive Compensation Plan (ECP) positions. In addition, ECP positions are not provided step increases or performance awards in 2005 as allowed in County Ordinance Section 17.265 (3).
- All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severely liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."

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| REGISTER OF DEEDS FEE SCHEDULE | | |
|---------------------------------------|---|------------|
| <u>Description</u> | <u>Statutory Authority or Ordinance</u> | <u>Fee</u> |
| Real Estate Search | Ordinance 56.28 | \$10.00 |
| Certification Sheriff Sale | State Statute 59.43(2) | 11.00* |
| BUCK Documents | State Statute 59.43(2) | 11.00**** |
| Corporate Name | State Statute 59.43(2) | 11.00* |
| Execution | State Statute 59.43(2) | 11.00* |
| Guardianship | State Statute 59.43(2) | 11.00* |
| Rents/Westernization | State Statute 101.122 | 10.00 |
| Listeners | State Statute 59.43(2) | 11.00* |
| General Recording Fees | State Statute 59.43(2) | 11.00* |
| Digital Images (fee per image) | State Statute 59.43(2c) | .04 |
| Vital Statistics Court Order | State Statute 59.43(2) | 11.00* |
| Vacation & Plats | State Statute 59.43(2) | 11.00* |
| Birth/Vital Statistics | State Statute 69.22 | 12.00** |
| Vital Statistics – Duplicate Copies | State Statute 69.22 | 3.00 |
| Certification Filings/Recording Fees | State Statute 59.43(2) | 1.00 |
| Other Fees (Vital Check) | State Statute 69.22 | 9.00 |
| Death/Marriages/Vital Statistics | State Statute 69.22 | 7.00 |
| Copy Fees | State Statute 59.43(2) | 2.00 |
| Real Estate Transfer (Per \$100) | State Statute 77.22 | 0.30*** |
| Tax Listing Fees (Per Document) | Ordinance 88.473 | 1.20 |
| Other Service Fees (Vital Statistics) | State Statute 69.22 | 7.00 |
| Subdivision Plats | State Statute 59.43(2) | 50.00 |
| Termination of Joint Tenancy | State Statute 59.43(2) | 25.00 |

* Of the \$11.00 Fee, Milwaukee County realizes \$4.00 of revenue.

** Of the \$12.00 Birth Record Fee, Milwaukee County realizes \$5.00 of revenue.

*** Of this fee, Milwaukee County retains 20% or \$0.06 per \$100.

**** Of the \$11.00 Universal Commercial Code Fee, Milwaukee County realizes \$10.00 of revenue.

| RECORDINGS HISTORICAL | | |
|------------------------------|-------------------------|---------------------------|
| <u>Year</u> | <u>Total Recordings</u> | <u>Recordings per Day</u> |
| 1998 | 191,481 | 766 |
| 1999 | 193,783 | 775 |
| 2000 | 151,693 | 597 |
| 2001 | 186,710 | 746 |
| 2002 | 226,057 | 887 |
| 2003 | 291,021 | 1,141 |

| NUMBER OF RECORDINGS PER DAY | | | |
|-------------------------------------|-------------|-------------|-------------|
| <u>Month</u> | <u>2002</u> | <u>2003</u> | <u>2004</u> |
| January | 1,031 | 1,025 | 663 |
| February | 953 | 1,126 | 743 |
| March | 889 | 1,004 | 655 |
| April | 864 | 1,307 | 854 |
| May | 754 | 1,159 | 1,021 |

ADOPTED 2005 BUDGET**DEPT:** REGISTER OF DEEDS**UNIT NO.** 3400**FUND:** General - 0001

| ACTIVITY AND STATISTICAL SUMMARY | | | | |
|---|----------------|----------------|----------------|----------------|
| | 2003 Budget | 2003 Actual | 2004 Budget | 2005 Budget |
| Recording | 186,750 | 291,021 | 200,000 | 200,000 |
| Chattels/General Filings | 1,600 | 1,585 | 1,300* | 130 |
| Vital Statistics Placed on File | 35,000 | 33,001 | 35,000 | 35,000 |
| Certified Copies - Birth, Death, Marriage | 95,000 | 91,806 | 95,000 | 95,000 |
| ID Cards - County | 8,500 | 1,637 | 0 | 0 |
| ID Cards - Senior Citizen | 700 | 247 | 0 | 0 |
| Transfer Tax | 18,000 | 21,034 | 19,000 | 19,000 |
| Vital Statistics Corrections - No Fee | 16,000 | 14,464 | 16,000 | 16,000 |
| Vital Statistics Certifications - No Fee (VA) | 400 | 294 | 400 | 400 |
| Termination of Joint Tenancy | 2,000 | 2,040 | 2,000 | 2,000 |
| Genealogy Services | 6,000 | 4,638 | 6,000 | 5,000 |
| Real Estate Searches | 1,400 | 1,067 | 1,400 | 1,200 |
| Marriage Registrations | 6,000 | 5,231 | 6,000 | 6,000 |
| DILHR Validation | 1,500 | 1,799 | 1,500 | 1,500 |

* Due to Change in State Law requiring that Commercial filings be filed directly with the State instead of the County Register of Deeds.